

# **Indiana County Treasurer's Association CONSTITUTION**

**Revised 1998**

## **Article 1**

### **Name:**

The name of this Association shall be the Indiana County Treasurer's Association, hereinafter referred to as the Association.

## **Article II**

### **The Objectives of This Association Are:**

1. To unite County Treasurers of the State of Indiana for the purpose of exerting effectively a combined influence upon matters affecting County Treasurers.
2. To uphold the principles of good government.
3. To assist in every honorable way in furthering the interests of its members and toward bringing about a better understanding among members.
4. To teach that organization, cooperation, and reciprocity are better than rivalry, strife, and destructive competition.
5. To encourage the application of the highest ethical standards, endeavoring by the exchange of methods and ideas to increase efficiency in performing the duties of the office.

## **Article III**

### **Qualifications For Membership:**

Any person who has been elected County Treasurer shall be declared a member of the Association if they have been issued a certificate of election in a county in the State of Indiana. Deputies are entitled to associate membership.

## **Article IV**

### **Governing of the Association:**

1. The governing body of the Association shall be vested in a board composed of the President, President-Elect, Vice President, Secretary, Treasurer, and Immediate Past-President. The members shall be elected in such manner as may be prescribed in the by-laws and shall be hereinafter referred to as the Executive Board. Four (4) members shall constitute a quorum.

## **Article V**

### **Meetings:**

The annual meetings of the Association shall be held at such places and times as the Executive Board shall determine or upon the written request by the President. Due notice of which by mail or telephone shall be given to every member. When called otherwise by the Executive Board, the notice shall contain a statement of the purpose of the meeting and shall be issued at least ten (10) days preceding the meeting. Twenty-five (25) members of the Association on the date of the meeting shall constitute a quorum.

## Article VI

### Amendments:

This Constitution may be amended by a two-thirds vote of the members present at any regular meeting or at any special meeting called for that purpose, provided that a copy of the proposed amendments shall be furnished with the call for the meeting at which they are to be considered.

Due written notice to every member at which amendments are to be considered must be given at least ten (10) days prior to the meeting.

## **Indiana County Treasurer's Association BY-LAWS**

### Article 1

#### Membership:

Any person duly elected an Indiana County Treasurer shall be declared a member of this Association upon payment of the annual dues. Delinquent members forfeit voting privileges and the opportunity of serving as an officer. Each county will be entitled to one vote. If a member is unable to vote, an associate member from that county may vote if a written proxy is submitted to the Association Secretary.

### Article II

#### Dues:

1. The annual dues of the Association shall be  $\frac{1}{2}$  of 1% of the County Treasurer's annual salary. Associate member annual dues shall be \$10.00
2. Dues shall be paid annually in the month of February.
3. If dues have not been paid, after thirty days notice has been given to a delinquent member, the Association may, at its discretion or upon recommendation of the Board, drop or expel such member.
4. Resignation from membership in the Association shall become effective when accepted by the Association.
5. The Indiana County Treasurer's Association shall be an affiliate of the Association of Indiana Counties (AIC).

### Article III

#### Officers:

1. The elected officers of this Association shall consist of the following:  
President  
President-Elect  
Vice President  
Secretary  
Treasurer

Each Officer of the Association shall be elected by the membership and shall hold office until new officers are elected.

2. The President shall:
  - A. Appoint the Nominating Committee consisting of one (1) chairperson and two (2) members who shall present a slate of nominees for each office at the annual state Treasurer's meeting. Geography, gender, and politics shall be considered when selecting nominees. Nominations may be made from the floor at the time of election of officers. Proxies shall be permitted. The candidate who receives the majority of all votes cast will be declared elected.
  - B. Preside at all meetings, appoint all committees, appoint a District Representative in each of the districts, and be a member ex-officio of all committees, with the exception of the Nominating Committee. In the absence of the President, the President Elect shall preside at the meeting. In the absence of the President Elect, the Vice President shall preside at the meeting. In the absence of the President, President Elect and Vice President a presiding officer shall be chosen from the Executive Board members present.
3. The President-Elect shall:
  - A. Perform various duties as assigned by the President.
  - B. Plan the Association calendar for the next year.
  - C. Become the President if a majority of the Association members vote in support of the President-Elect at the annual state Treasurer's meeting.
4. The Vice President shall:
  - A. Be responsible for preparing the directory of Indiana County Treasurers.
  - B. Serve as Parliamentarian at all meetings.
5. The Secretary shall:
  - A. Keep a general record, including minutes of the Association meetings and board meetings, committee appointments, and membership lists.
  - B. Make such report as may be required by the President.
6. The Treasurer shall:
  - A. Receive all monies and deposit the same in the bank or banks approved by the Executive Board.
  - B. Pay out money only upon the authority of the Board and sign all checks.
  - C. Submit financial reports to the Association annually, or when directed by the President.
  - D. Collect dues and other obligations due the Association from members and keep accounts and issue statements to each member for dues and other obligations.

## Article IV

### Vacancies:

Vacancies in the office of President, President-Elect, Vice President, Secretary, or Treasurer shall be filled by the Executive Board for the remainder of the unexpired term. The Board shall consider only the President-Elect or the Vice President to fill the vacancy of the President. Any member of the Association may be considered to fill the vacancy of President-Elect, Vice President, Secretary, or Treasurer.

## Article V

### Finances:

The Executive Board shall not incur an obligation or authorize an expenditure in excess of monies on hand or in the Association's treasury.

## Article VI

### Appointment:

The President shall appoint all committees, including special committees, and shall be notified of all committee meetings with the right to attend the sessions and take part in their discussion, with the exception of the Nominating Committee.

**Duties:** Committees shall have such duties and functions as may be assigned to them by the President.

**Size and Term:** Unless otherwise stated in these by-laws, committees shall consist of such number of members as the President may determine and shall be appointed for a term of one year or until their successors have been duly appointed and confirmed.

**Absence:** Any committee member who remains absent from three consecutive meetings of a committee without good cause shall automatically forfeit their appointment. Any Association member may serve upon committees.

**Quorum:** A majority of committee members present at a committee meeting shall constitute a quorum.

**Legislative Committee:** The President, in cooperation with the President-Elect, shall appoint a Legislative Committee consisting of one (1) chairperson or two (2) co-chairpersons and at least ten (10) additional members whose term shall run from June 1 through May 31. It shall be the duty of the Committee to guard and promote the interests of this Association before all legislative bodies and to perform such other duties pertaining to legislation as may be referred to it. The Committee shall keep members informed and encourage members to contact their own legislators on the issues.

**Audit Committee:** The President shall appoint an Audit Committee consisting of one (1) chairperson plus two (2) additional members to audit the books of the Association annually after December 31 and before the next January 31. The Audit Committee shall submit their finding to the current President prior to February 1 of each year.

**Awards Committee:** The President shall appoint an Awards Committee consisting of one (1) chairperson plus at least two (2) additional members who will be responsible for suggesting recipients of awards presented by the AIC, or any other organization requesting suggestions. Plaques may be awarded to anyone whom the Awards Committee may feel has contributed to the betterment of the Association. The expense for plaques shall be paid out of the Association's treasury upon approval of the Executive Board.

#### Article VII

##### The Fiscal Year:

The annual business meeting is to be held each year at the time of the Association of Indiana Counties conference. The elective meeting will be held during the Annual State Treasurer's meeting or September 15, whichever occurs first. The fiscal year and elective year of the Executive Board shall run from January 1 through December 31 of each year.

#### Article VIII

##### Rules of Order:

Roberts Rules of Order, Revised, shall be recognized as the authority governing the meetings of the Association.

#### Article IX

##### Amendments:

These by-laws may be amended by a majority vote of the members at any meeting called for that purpose, provided that such amendments shall be plainly stated in the call for the meeting at which they are considered. Such call shall be by written notice only, given at least ten (10) days prior to the date of such meeting.

##### Standing Rules:

1. The President shall be reimbursed for all expenses incurred while attending any meeting (within Indiana) as a representative of the Indiana County Treasurer's Association (i.e., district meetings, SBA meetings, AIC Conference, legislative meetings, etc.) The mileage will be reimbursed at the current rate approved by the State Board of Accounts.
2. The Executive Board, Legislative Committee members, and the District Representatives may be reimbursed for meals and mileage (at the current rate approved by the State Board of Accounts) to meetings called by the President.
3. Any member who may appear on behalf of the Association in the Legislature, at the request of the Legislative Committee or the President, for the purpose of testifying on bills may be reimbursed for mileage (at the current rate approved by the State Board of Accounts).
4. The Association may provide a hospitality room (if not furnished by the hotel) during the annual SBA and AIC meetings. No funds from the Association's treasury shall be used for the purchase of liquor.

5. District Representatives may be reimbursed for expenses incurred for the district meetings.
6. A directory of Indiana County Treasurers and Association Officers shall be published and distributed to each member and associate member for their use.
7. The President-Elect shall be responsible for selecting and presenting a gift to the outgoing President. The cost shall not exceed an amount approved by the Executive Board and shall be paid out of the Association's Treasury.
8. Any officer acting on behalf of the Association shall be reimbursed for mailings, postage, and other expenses incurred in corresponding with the members of the Association and shall be paid out of the Association's treasury.
9. In the case of the death of a member of the Association, the Association's Treasurer shall send a memorial. The cost shall not exceed an amount approved by the Executive Board and shall be paid out of the Association's Treasury.

